

Philadelphia Regional CPD Office
HOME Quarterly TA Bulletin
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**HOME Written Rehabilitation
Standards and Property
Standards Requirement
Whaddya Know?**

Do you know what written rehabilitation standards are and what is their function in the HOME Program? Take a Whaddya Know challenge and find out!

- 1) The Section 8 Housing Quality Standards are used to determine whether newly constructed rental units meet property standards:
 - a) True
 - b) False
- 2) Rehabilitation of housing units must at minimum meet the following standards:
 - a) State and Local Codes
 - b) Southern Living Housing Code
 - c) Uniform Building Code
 - d) All of the above
 - e) A and C only
- 3) Local written rehabilitation standards are important because:
 - a) They define standards and generally describe the methods and materials to be used in rehabilitation projects
 - b) It serves as a management tool for verifying compliance with HOME Rules
 - c) Your local HUD Field Office says you must do it
 - d) All of the above
- 4) Building Codes often include:
 - a) property standards
 - b) new construction specifications
 - c) rehabilitation standards
 - d) All of the above
- 5) State and local building codes apply only to the rehabilitation or new construction of any HOME-funded activity.
 - a) True
 - b) False

ANSWERS

1. “b” **False.** In the construction of new rental housing that uses HOME Funding, the HOME program requires that state and local building code requirements be met. If no state and local codes apply then properties have to be constructed to conform to codes from one of the choices of national model codes.
2. “e” At a minimum, the rehabilitation of housing must meet the PJs local written rehabilitation standards and state and local code requirements. As in the answer to question 1, if no state and local codes apply, then properties have to be rehabilitated following one of the national model codes.
3. “d” Having written rehabilitation standards that establish the standard for rehabilitation work is a HOME requirement. The document defines standards and generally describes the methods and materials to be used in rehabilitation projects. It also provides a basis for contractor bids and for inspectors to use when inspecting completed work. The written standards also serve as tool to monitor to ensure properties meet local codes and property eligibility. Your local HUD Field Office will look for the written standards when they come to monitor your program.
4. “d” Building codes are adopted by states and local governments to be used as a legal tool to enforce building standards. Building codes often include property standards, new construction specifications, and rehabilitation standards.
5. “b” **False.** State and local building codes also apply to acquisition-only projects. If there are no state or local codes or standards, PJs must enforce Section 8 Housing Quality Standards (HQS). PJ's must ensure that all housing units receiving HOME funds provide beneficiaries with a decent, safe and sanitary place to live.

YOUR SCORE:

If you scored 0-2 points: Hmmmmm, it might be time for a session of Building HOME. You should at least review the HOME Rule 92.251.

If you scored 3-4 points: Not bad, but you may want to brush up on some important points in the HOME Rule.

If you scored 5 points: Yippee! You know your HOME Rules.

Written Rehabilitation Standards

The HOME Rule in §92.251 requires that all PJs have written rehabilitation standards that are adhered to for all HOME-funded rehabilitation activities. The standards are important because they:

- ✓ describe the methods and materials to be used when performing rehabilitation work;
- ✓ provide a common basis for contractor bids, which helps the PJ to have an accurate determination of cost reasonableness; and
- ✓ by holding all contractors to a common rehabilitation standard, quality rehabilitation work is assured.

Key HOME Requirements and Required Documentation

<i>Key Home Requirement</i>	<i>Documentation</i>
Property must meet PJ's written rehabilitation standards.	Maintain written rehabilitation standards in program files.
Property must meet applicable codes state or local codes/standards or one of three national accepted codes/standards.	Document local code or model code used in program files.
PJs must document the determination of what work must be completed, construction and/or rehabilitation work in progress and certification of completion and compliance with codes and standards in project files.	Keep Inspection checklist and work write-up in project file. Include inspection reports and certification by inspector in project file.
PJs who administer at Tenant-Based Rental Assistance Activity (TBRA) must conduct a Housing Quality Standards Inspection for each unit assisted.	HQS Inspection checklist and certifications for each TBRA units in project files.

Common Errors: Easy to Make, Best to Avoid

Here are some common oversights made by PJ staff with respect to HOME Written Rehabilitation Standards.

Rehabilitation Activities:

- Failure to have written rehabilitation standards in the program files.
- Lack of work write-ups in project files.
- Failure to ensure that progress inspections were completed and that reports of the inspection are in the project files.
- Files that do not contain any record of a final inspection and certificates of occupancy documenting that the units are in compliance with the HOME property standards requirements.

New Construction Activities:

- Lack of evidence that new units meet the Model Energy Code (MEC)
- Files lack certificates of occupancy for the building inspector.
- Lack of file checklist in project files.
- Lack of documentation in file that units meet handicapped accessibility requirements.
- For new construction of rental housing, files lack evidence of meeting site and neighborhood standards at 24 CFR 893.6(b).

For Your Reference...

Here is where you can find helpful reference material on HOME Program requirements:

- The HOME Investment Partnerships Program-Program Final Rule - Section 92.251, can be found online at: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/index.cfm>
- Building HOME, Chapters 2 & 4-7, can be found in an online version at: <http://www.hud.gov/offices/cpd/affordablehousing/library/building/index.cfm>
- HOMEfires, Vol3. No. 1, "What are Written Rehabilitation Standards and what is their function in the HOME Program?" Available on line at: <http://www.hud.gov/offices/cpd/affordablehousing/library/homefires/volumes/vol3no1.cfm>

Upcoming Training Opportunities

HOME Certification Training

April 11 – 13, 2006

Hilton Garden Inn
Philadelphia, PA

The Certified HOME Program Specialist training is a two and one-half course followed by a certification test. The course will focus on HOME regulations and will use a modified '[Building HOME](#)' primer course as its foundation. Attendees who complete the course and pass the exam will receive a formal certificate acknowledging their designation as a "Certified HOME Program Specialist – Regulations". For more information on the course and how to register see a course brochure at <http://www.hud.gov/offices/cpd/affordablehousing/training/brochure.pdf>
Implementing HOME

Implementing HOME Workshops

May 16 – 17, 2006

Holiday Inn Banquets
Wilkes Barre, PA

June 6 – 7, 2006

Wyndham Garden Hotel
Harrisburg, PA

July 11 – 12, 2006

Holiday Inn Express Midtown
Philadelphia, PA

The Implementing HOME Workshops will focus on the nuts and bolts of running your HOME programs. This two-day course looks beyond the rules to the specific steps needed to manage and run HOME-compliant programs. The workshop will cover rental, homebuyer, and homeowner rehabilitation activities. Specific topics include project selection, subsidy layering, applicant screening, program documentation, tips for IDIS, ongoing monitoring procedures, how to structure relationships with partners, and more. It will include interactive exercises and "how-to" discussions. Registration information is forthcoming.